



## REQUEST FOR QUOTATION (RFQ) (Service)

	DATE: November 20, 2019
	REFERENCE: 2019/UNDP-MMR/PN/152

Dear Sir / Madam:

We kindly request you to submit your quotation for **Construction of Water supply system of post harvesting process and Forest Nursery for UNODC AD programme at Hopong and Loilen Township, Southern Shan State, Myanmar**, as detailed in Annex 1, 2, 3, 4 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 5.

Quotations may be submitted on or before December 4, 2019 and via (choose appropriate box)  
☒ e-mail, ☒ courier mail or ☐ facsimile to the address below:

**United Nations Development Programme**  
No.6, Natmauk Road, Tamwe Township  
Yangon, Myanmar  
Reference: 2019/PROC/UNDP-MMR/PN/152  
**[bids.mm@undp.org](mailto:bids.mm@undp.org)**

- For hard copy quotations, please send your quotations in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** (Ref: 2019/PROC/UNDP-MMR/PN/152) as early as possible before the deadline of **December 4, 2019**.
- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. to **[bids.mm@undp.org](mailto:bids.mm@undp.org)**
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to **[bids.mm@undp.org](mailto:bids.mm@undp.org)** you should receive the message subjected 'Success! Your proposal was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact **[aye.wa@undp.org](mailto:aye.wa@undp.org)** immediately for clarifications.

Quotations submitted by email must be limited to a maximum of *[indicate size]*MB, virus-free and no more than *[indicate number]*email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

<p>Exact Address/es of Delivery Location/s (identify all, if multiple)</p>	<p>Lot #1</p> <ul style="list-style-type: none"> <li>- Construction of Intake and Break Pressure Tank for Water Supply Systems for Post Harvesting Process in <b>Loilen Township</b>, Southern Shan State, Myanmar (<u>Intake Location village</u> ~ Kyein Khan – 1, Lae Laung – 1, Lone Tway – 1, Nin Hee – 1, Kone Long – 1, Wan Kaut Lon – 1) (<u>Break Pressure Tank Location</u> ~ Kyein Khan – 1)</li> <li>- Construction of Intake and Break Pressure Tank for Water Supply Systems for Post Harvesting Process in <b>Hopong Township</b>, Southern Shan State, Myanmar (<u>Intake Location</u> ~ Hsa Aun – 1, Bant Sauk – 1, Bant Kun – 1, Sam Hpu – 1, Ta Hlya Noe – 1, Kyauk Ka Charr – 1, Don Le Tan – 1) (<u>Break Pressure Tank Location</u> ~ Pang Hlyan – 1, Dong Kaung – 1, Bant Sauk – 2, Don Le Tan - 1)</li> </ul> <p>Lot #2</p> <ul style="list-style-type: none"> <li>- Construction of Water Tank for Water Supply System for Post Harvesting Process in <b>Loilen Township</b>, Southern Shan State, Myanmar (Location villages; Lae Laung – 1, Pan Lem – 3, Lone Tway – 1, Kong Yaung – 1, Long Awng – 2, Long Khaw – 1, Hsan Pu – 1, Kone Hee – 1, Hway Su–1)</li> <li>- Construction of Water Tank for Water Supply System for Post Harvesting Process in <b>Hopong Township</b>, Southern Shan State, Myanmar (Location villages; Htan Pha Ya – 1, Ngo Chee – 1, Hsa Aun – 1, Pang Hlyan – 1, Dong Kaung – 1, Bant Sauk – 1, Bant Kun – 1, Sam Hpu – 1, Tha Hlya Noe – 1, Kyauk Ka Charr – 1, Don Le Tan - 1)</li> </ul> <p>Lot #3</p> <ul style="list-style-type: none"> <li>- Construction of Pipeline for Water Supply System for Post Harvesting Process in <b>Loilen Township</b> Southern Shan State, Myanmar (Location villages: Kyein Khan (3588 ft) – 1 nos, Lae Laung (1335 ft) – 1 nos, Pan Lem (5314 ft) – 1 nos, Lone Tway (1804 ft) – 1 nos, Long Awng (4297 ft) – 1 nos, Long Khaw (1656 ft) – 1 nos, Nin Hee (4526 ft) – 1 nos, Wan Kaut Lon (754 ft) – 1 nos.</li> <li>- Construction of Pipeline for Water Supply System for Post Harvesting Process in <b>Hopong Township</b> Southern Shan State, Myanmar (Location villages: Hsa Aun (4225 ft) – 1 nos, Pang Hlyan (4172 ft) – 1 nos, Dong Kaung (9610 ft) – 1 nos, Bant Sauk (10037 ft) – 1 nos, Bant Kun (4143 ft) – 1 nos, Sam Hpu (5494 ft) – 1 nos, Tha Hlya Noe (4182 ft) – 1 nos, Kyauk Ka Charr (4690 ft) – 1 nos, Don Le Tan (5248 ft) -1 nos)</li> </ul> <p>Lot #4</p> <ul style="list-style-type: none"> <li>- Diesel Engine for Pump Water System in Loilen Township (Pan Lem – 1, Long Awng – 1, Long Khaw – 1)</li> <li>- Water Pump for Pump Water System in Loilen Township (Pan Lem – 1, Long Awng – 1, Long Khaw – 1)</li> </ul>
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	<p>Lot #5</p> <ul style="list-style-type: none"> <li>- Construction of Forest Nursery (Nursery Frame G.I Pipes: Dimension~Length 56'x Width 50' x Height 7': 21,000 seedlings/1 unit) in <b>Hopong Township</b>, Sam Hpu Village: 1 nos and Don Le Tan Village – 1 nos.</li> <li>- Construction of Forest Nursery (Nursery Frame G.I Pipes: Dimension~Length 56'x Width 50' x Height 7': 21,000 seedlings/1 unit) in <b>Loilen Township</b> Kyein Khan Village – 1 nos, Pan Lem Village; 1 nos, Wan San Village; 1 nos and Pan Hu Village – 1 nos)</li> </ul>
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<p>Lot #1 Within (75) days after signing of Contract  Lot #2 Within (75) days after signing of Contract  Lot #3 Within (75) days after signing of Contract  Lot #4 Within (45) days after signing of Contract  Lot #5 Within (75) days after signing of Contract</p>
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Kyat for local vendors) <input checked="" type="checkbox"/> US Dollar for overseas vendors
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, <i>Monday, December 09, 2019 and 5: PM Yangon Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>1</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 5, and in accordance with the list of requirements in Annex 1, 2, 3, 4; <input checked="" type="checkbox"/> <b>Company Profile</b> , which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being <input checked="" type="checkbox"/> <b>CV</b> of proposed professional expertise for the services <input checked="" type="checkbox"/> <b>Tax Registration</b> /Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> <b>Certificate of Registration of the business</b> , including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> <b>Latest Audited Financial Statement</b> (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years] <input checked="" type="checkbox"/> <b>Statement of Satisfactory Performance from the Top 3 Clients</b> in terms of Contract Value the past 2 years <input checked="" type="checkbox"/> List of previous similar works completed during the last three years only;

<sup>1</sup> First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> <b>Bank References</b> (Name of Bank, Account Name, Bank Account No., Bank Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> Selected Bidder will be piggyback by other UN Agencies from UNDP Contract
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted but supplier has to submit full required services for each Lot. Evaluation of quotations will be conducted lot-wise.
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory performance of the Services as per Technical Specification
Liquidated Damages	0.3% of the contract (PO) price per day for delay, up to a maximum of 10% of the final price of the Contract (PO) price. Next course of action, thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier
Type of Contract to be Signed	Contract for Civil Works
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by (please ref to liquidated damages)
Conditions for Release of Payment	Written acceptance of works based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specification (Annex 1) <input checked="" type="checkbox"/> BOQ (Annex 2) <input checked="" type="checkbox"/> Detail Measurement (Annex 3) <input checked="" type="checkbox"/> Drawing (Annex 4) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Model Contract for civil Work <input checked="" type="checkbox"/> General Conditions of Contract for Civil Works  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	Mr Min Min Thein, Procurement Analyst ( <a href="mailto:min.min.thein@undp.org">min.min.thein@undp.org</a> ), Aye Wa, Procurement Assistant ( <a href="mailto:aye.wa@undp.org">aye.wa@undp.org</a> )  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Defects Liability Period	Please refer to clause no. 4.7 of General Conditions of Contract for Civil Works

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

(increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor** to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

Krishna Raj Adhikari

Head of Common Services and Transaction Services Unit

25 November 2019